



# Annual and Early Annual Ratings in the Performance Appraisal Application (PAA), Version 3 Step-by-Step Guide

# Annual and Early Annual Ratings in PAAv3:

## Step-by-Step Guide

Annual recommended ratings and early annual recommended ratings both follow the same process within the PAA. The primary difference is the time frame in which they are accomplished. An early annual recommended rating is done when an employee or a rating official moves from his or her position within the last 90 days of the rating cycle (in a situation where an annual rating is needed), whereas a regular annual recommended rating is done after the end of the cycle. So for an Early Annual Recommended Rating, the Appraisal Period End Date on the employee's performance plan needs to be changed to the day before the event that is creating the need for the early annual recommended rating.

These ratings are both considered recommended ratings because no rating is final until it has been approved by the Pay Pool Manager.

This guide shows the steps required to enter assessments and recommended ratings in the PAA for both of these purposes. All roles (employee, rating official, and higher level reviewer) are shown.

The employee begins the annual rating process by entering his or her self-assessment.

- If employees have ownership of their performance plan, they can enter their self-assessment and transfer the plan to the rating official (start on slide 9).
- If the rating official has ownership, he/she should return them to the employee(s) first; this can be done all at once using the "Apply Action(s) to Multiple Employees (PAA)". Starts on slide 4.

# Sequence of Events

Who	Action*	Slides
Rating Official	Transfer plans to employees	4-8
Employee	Add self-assessment, transfer to rating official	9-17
Rating Official	Review employee assessments, add supervisory assessments and recommended ratings, obtain higher level review	18-29
Higher Level Reviewer	Review assessments and recommended ratings, approve or return for changes	30-36

**\* (linked in Slide Show mode)**

# Annual / Early Annual Rating: Rating Official Action

- Transfer performance plans to employees

# Transfer performance plans to employees:

Department of Defense

ICE MyBiz ICE PAA V2 ICE PAA V3 Logout Preferences Oracle Help Personalize Page

**Navigator**

My Biz  
My Workplace

Please select a responsibility.

**1. Select My Workplace**

**Favorites**

Edit Favorites

After using your browser to access DCPDS, close all of your browser windows and restart a new browser session. Sometimes the browser can hold that information in memory (e.g. cache, etc) and some web sites know where to look to find it. For more information [Click here](#)

## Navigator

My Biz  
My Workplace

**My Workplace**

- All Actions Awaiting Your Attention
- Performance Appraisal Application (PAA)
- My Employee Information
- Update My Information
- Suspenses
- Apply Action(s) to Multiple Employees (PAA)
- Manage PAA Trusted Agent Authorization

**NSPS Performance Management Reports**

- View/Print Performance Management Reports
- View Previous Requests

**2. Select Apply Actions to Multiple Employees (PAA)**

## Note:

To transfer just one plan, select Performance Appraisal Application (PAA) on the Navigator screen; then on the PAA Main Page, find the employee, change the Action to "Transfer to Employee." and select the Go button:

Action	
Transfer to Employee	Go
Update	Go



## Performance Appraisal Application (PAA)

Version 3.0

[ICE MyBiz](#) [ICE PAA V2](#) [ICE PAA V3](#) [Home](#) [Logout](#) [Preferences](#) [Personalize Page](#)

### Apply Action(s) to Multiple Employees (PAA)

[Switch to HLR Actions on Multiple Employees](#)

[Need Help?](#)

#### Available Actions

Select an action from the list below and then select Start to display the appraisals for which you can apply the action.

##### Select Action

- ☒ Change Higher Level Reviewer
- ☐ Change Rating Official
- ☐ Copy Employee's Current Plan for Next Rating Cycle
- ☐ Copy One Active Plan to Multiple Employees
- ☐ Document Communication of the Plan (Must be Current Owner)
- ☐ Document Communication of the Final Rating (Must be Current Owner)
- ☐ Document Communication of the Interim Review (Must be Current Owner)
- ☐ Request or Document Higher Level Review of the Plan (Must be Current Owner)
- ☐ Request or Document Higher Lvl Review of Interim Review (Must be Current Owner)
- ☐ Retrieve Plan/Appraisal from Employee
- ☐ Retrieve Plan/Appraisal from Higher Level Reviewer
- ☐ Transfer to Employee (Must be Current Owner)
- ☐ View/Print Current Employee Appraisal Info

Note other mass actions that you can use later in the process (document communication of the final rating, retrieve plan from employee or higher level reviewer, view/print appraisal info).

Select Transfer to Employee

Select Start

[Cancel](#)

[Start](#)



## Performance Appraisal Application (PAA)

Version 3.0

[ICE MyBiz](#) [ICE PAA V2](#) [ICE PAA V3](#) [Home](#) [Logout](#) [Preferences](#) [Personalize Page](#)

### Transfer to Employee

**TIP** Please enter the current Rating Official's name of the employees the action will be applied to

\* Indicates Required Field

\* Current Rating Official

Current PAA Status

Appraisal Year

You must enter at least your name as the rating official (other items are optional).

Then select "Find"

[Need Help?](#)

### Search Results

Select the records to which the action should be applied and select Next.

[Select All](#) | [Select None](#)

Select	Employee Name	Current Owner	Appraisal Year	Appraisal Id	Plan Approval Date	Plan Status	Current PAA Status
<input checked="" type="checkbox"/>	Newton, Vasiliki	Wattenberg, Britteny	2010	32536	16-Oct-2008	Approved	Plan Approved
<input type="checkbox"/>	Nolda, Deangelo	Wattenberg, Britteny	2010	32538	15-Dec-2008	Approved	Closeout Completed
<input checked="" type="checkbox"/>	Clopp, Neda J	Wattenberg, Britteny	2010	32577	07-Oct-2009	Approved	Plan Approved

Select all, or select individual employees, then select Next



## Performance Appraisal Application (PAA)

Version 3.0

[ICE MyBiz](#) [ICE PAA V3](#) [Home](#) [Logout](#) [Preferences](#) [Personalize Page](#)

When you are done, select  
Logout

### Transfer to Employee

#### Rating Official Notification to Employees

Click Transfer to Employee to share the appraisal with the employee.

[Need Help?](#)

##### Notification Comments

Enter your message and click Transfer to Employee to share the appraisal with the employee.

**Notice: You are about to contact the individuals below by e-mail. Due to the unencrypted nature of this e-mail communication, please do not include any non-public information such as social security numbers or privacy action information in your e-mail.**

Please go to the Performance Appraisal Application to view or update your plan/appraisal. Please prepare and enter your self-assessment for each of your job objectives in the Annual Appraisal area of the PAA and transfer the plan back to me. This should be completed by 7 Oct 2009. Thank you.

Enter the message that will  
accompany your email  
notification to your  
employees

Transfer to Employee

Cancel

#### Selected Employees

Employee Name	Current Owner	Appraisal Year	Appraisal Id	Plan Approval Date	Plan Status	Current PAA Status
Newton, Vasiliki	Wattenberg, Britteny	2010	32536	16-Oct-2008	Approved	Approved
Clopp, Neda J	Wattenberg, Britteny	2010	32577	07-Oct-2009		

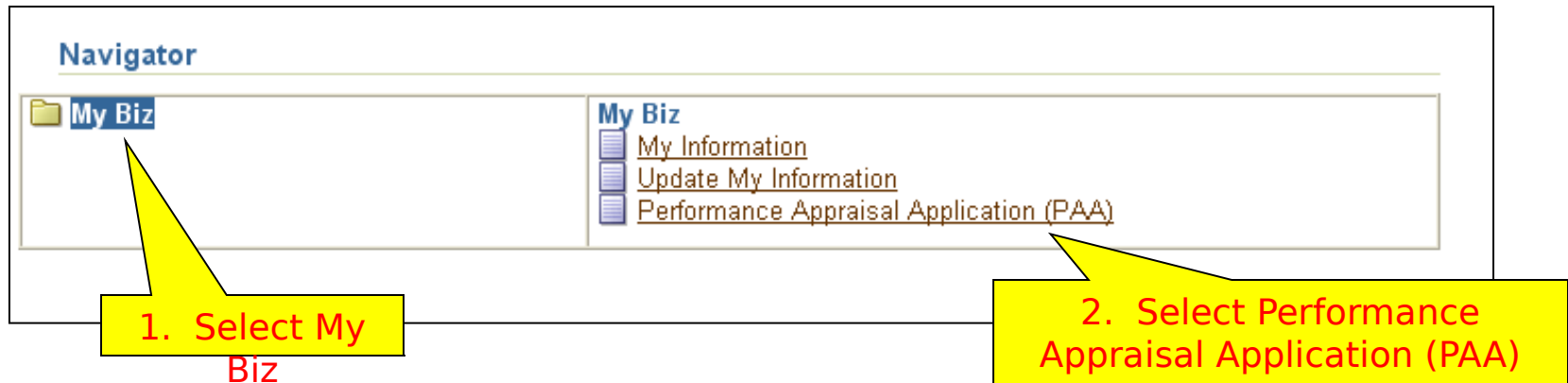
Then select "Transfer  
to Employee"



# Annual / Early Annual Ratings: Employee Actions

- Enter self-assessment for annual appraisal
- Transfer plan to rating official

## Employee: Enter self-assessment for annual appraisal:



Follow the same steps for an annual  
OR early annual appraisal

## Performance Appraisal Application Main Page

[Need Help?](#)

**Warning:** The Performance Appraisal Application is designated for sensitive unclassified personnel information only. Do NOT enter classified information in this system. Unauthorized release of classified information is a violation of law and may lead to prosecution.

From the Main Page, you can create, update and view your Performance Plans; view and print part or an entire plan after it is created; and track the status of a plan. You can also search for completed plans by selecting the 'Show Completed Plans/Appraisals' link located at the bottom of this page.

To create a Performance Plan:

To complete other actions described above:

- Select 'Choose a Plan Type'
- Select Appraisal Plan Type
- Select the 'Go' button
- Select an option from the Action column
- Select the 'Go' button

**Important:** To become familiar with the columns, select the 'Need Help?' link.

### Appraisals of Newton, Vasiliki

Create New Plan

--Choose a Plan Type--

Go

Table Size 10

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
Newton, Vasiliki	Newton, Vasiliki	Wattenberg, Britteny	2010	32536	16-Oct-2008	NSPS	Approved	Plan Approved	Update

Select the link to search for completed plans.

▶ [Show Completed Plans/Appraisals](#)

Make sure Action shows  
"Update," then select  
"Go"



## Performance Appraisal Application (PAA)

Version 3.0

[ICE MyBiz](#) [ICE PAA V3](#) [Home](#) [Logout](#) [Preferences](#) [Personalize Page](#)

NSPS PAA

**IMPORTANT:** Select the Annual Appraisal tab\*

[Transfer to Rating Official](#) [Track Progress](#) [Return to Main Page](#)

### Employee Information

Employee Name **Newton, Vasiliki**

[Show Employee Details](#)

**Plan**

Interim Reviews

Annual Appraisal

Other Assessments

Reports/Forms

Mock Pay Pool Info

**Plan Details**

Mission Goals

Job Objectives

Component Unique (Optional)

Approvals and Acknowledgments

### Plan Details

This screen provides information about the status of your performance plan.

[Need Help?](#)

\* Use the Annual Appraisal tab for an annual appraisal OR an early annual appraisal

# Employee: Add your self-assessment:

Plan

Interim Reviews

Annual Appraisal

Other Assessments

Reports/Forms

Mock Pay Pool Info

Assessments

Assessments

Select the 'My Journal' link to refer to or copy and paste any self-assessment information

[Need Help?](#)  
[My Journal](#)

This screen allows you to write your self-assessment. Use the appropriate Performance Indicator and Contributing Factor benchmark descriptors to write your self-assessment.

- Select the 'Radio' button next to the Job Objective you want to update.
- Once you have completed your self-assessment for each Job Objective, select the 'Transfer to Rating Official' button.

Appraisal

Appraisal Effective Date

Appraisal Period Start Date

Appraisal Period End Date

01-Oct-2008

30-Sep-2009

Job Objectives

Select	Number	Job Objective Title	Status	Weight % (Optional)
<input checked="" type="radio"/>	1	Program review and analysis	APPROVED	40
<input type="radio"/>	2	Evaluation and inspection	APPROVED	30
<input type="radio"/>	3	Industrial property software	APPROVED	30

Job Objective

Accomplish the review, analysis and evaluation of current or projected industrial property programs in accordance with established timelines and applicable laws, regulations, agreements and policies (as it relates to specific program). Coordinate with representatives of other installations, other components, and DoD agencies in developing, monitoring and evaluating joint industrial property programs. Based on these reviews and analysis, complete program enhancements in a timely manner per published component guidance.

**You will add your self-assessment one job objective at a time by selecting the radio button for each one... doing so displays that job objective and the block where you enter your assessment (see next slide)...**

#### Job Objectives

Select	Number	Job Objective Title	Status	Weight % (Optional)
<input checked="" type="radio"/>	1	Program review and analysis	APPROVED	40
<input type="radio"/>	2	Evaluation and inspection	APPROVED	30
<input type="radio"/>	3	Industrial property software	APPROVED	30

#### Job Objective

Accomplish the review, analysis and evaluation of current or projected industrial property programs in accordance with established timelines and applicable laws, regulations, agreements and policies (as it relates to specific program). Coordinate with representatives of other installations, other components, and DoD agencies in developing, monitoring and evaluating joint industrial property programs. Based on these reviews and analysis, complete program enhancements in a timely manner per published component guidance.

#### Contributing Factor(s)

Cooperation and Teamwork, Communication

#### Employee Self Assessment

Enter your self-assessment for job objective #1 here.

It is usually preferable to compose your assessment in Word, then copy and paste the text for the first objective into this block.

(Limit to 2000 characters)

Counter

#### Contributing Factor(s)

#### Cooperation and Teamwork, Communication

#### Employee Self Assessment

During this rating cycle, I worked on the best practices initiative for logistics streamlining. I met with contractors and representatives from other components and we reviewed current best practices documentation and developed our own set of best practices for consideration by the Logistics Steering Committee. The Committee approved all the recommendations and commended the team for a good job. The initiative was faced with challenges resulting from the widely dispersed team members (making it difficult to meet), and a very tight time frame imposed by the Committee. As a result of our efforts, the streamlining process is well under way and we've reduced logistics timeframes by 17% overall, with further improvements anticipated in the future as more best practices are employed.

CF Cooperation and Teamwork was displayed by the commendation received by the members of the streamlining team from the Steering Committee.

CF Communication was demonstrated by the requirement for me to present findings to the Steering Committee, comprised of high-ranking officers and executives from different departments. I was complimented for the accuracy and succinctness of my briefing.

(Limit to 2000 characters)

**Character limit:  
2000**

**Counter**

Counter 1197

#### Rating Official Assessment

**When done, select  
the Save and  
Return to Top of  
Page button (or  
scroll up)**

Save and Return to Top of Page

#### Job Objectives

Select	Number	Job Objective Title	Status	Weight % (Optional)
<input type="radio"/>	1	Program review and analysis	APPROVED	40
<input checked="" type="radio"/>	2	Evaluation and inspection	APPROVED	30
<input type="radio"/>	3	Industrial property software	APPROVED	30

#### Job Objective

As required, participate in evaluation and inspection teams and study groups formed to evaluate logistics readiness support to units and activities. Based on inspection review and studies, prepares and submits detailed analyses and/or reports with technical evaluation and recommendations for policy, process, and organizational change (reviewed by supervisor for quality, accuracy, and completion) within supervisor established suspense date.

Select next objective...

#### Contributing Factor(s)

#### Resource Management

#### Employee Self Assessment

...then enter your self-assessment for job objective #2 here.

Continue until you have added your assessments for all your objectives.

(Limit to 2000 characters)

Counter



# Employee: Transfer your plan back to your rating official:

When done with all objectives,  
select Save and Return to Top  
of Page

(Limit to 2000 characters)

Counter 370

Save and Return to Top of Page

Select Transfer to Rating  
Official

NSPS PAA

Employee Information

Employee Name **Newton, Vasiliki**

[Show Employee Details](#)

**You will have an option to provide an email notification to your rating official.**

Plan Interim Reviews **Annual Appraisal** Other Assessments Reports/Forms Mock Pay Pool Info

**Assessments**

Assessments

Transfer to Rating Official Track Progress Return to Main Page

Appraisals of Newton, Vasiliki

Create New Plan

--Choose a Plan Type-- Go

Table Size 10

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
Newton, Vasiliki	Wattenberg, Britteny	Wattenberg, Britteny	2010	32536	16-Oct-2008	NSPS	Approved	Plan Approved	View Go

Rating Official is  
now the owner

# Recommended Ratings: Rating Official Actions

- Review employee's self-assessment
- Add your assessment, recommended ratings, and recommended shares and distribution
- Obtain or document higher level review

The screenshot shows a web application interface with a 'Navigator' section on the left and a 'Favorites' section on the right. The 'Navigator' section contains a tree view with 'My Biz' and 'My Workplace' folders. The 'My Workplace' folder is expanded, showing a list of links: 'All Actions Awaiting Your Attention', 'Performance Appraisal Application (PAA)', 'My Employee Information', 'Update My Information', and 'Apply Action(s) to Multiple Employees (PAA)'. Below these links is a section titled 'NSPS Performance Management Reports' with links for 'View/Print Performance Management Reports' and 'View Previous Requests'. The 'Favorites' section has an 'Edit Favorites' button and a text box explaining that after using the browser to access DCPDS, all browser windows should be closed and a new session restarted to avoid cached information. A yellow callout box points to the 'Performance Appraisal Application (PAA)' link with the text '2. Select Performance Appraisal Application (PAA)'. Another yellow callout box points to the 'My Workplace' folder with the text '1. Select My Workplace'. A small blue starburst icon is located below the 'Favorites' section, with a note that '(ICE)' replaces 'My Biz Suggestions'.

**Navigator**

- My Biz
- My Workplace**

**My Workplace**

- [All Actions Awaiting Your Attention](#)
- [Performance Appraisal Application \(PAA\)](#)
- [My Employee Information](#)
- [Update My Information](#)
- [Apply Action\(s\) to Multiple Employees \(PAA\)](#)

**NSPS Performance Management Reports**

- [View/Print Performance Management Reports](#)
- [View Previous Requests](#)

**Favorites** [Edit Favorites](#)

After using your browser to access DCPDS, close all of your browser windows and restart a new browser session. Sometimes the browser can hold that information in memory (e.g. cache, etc) and some web sites know where to

**1. Select My Workplace**

**2. Select Performance Appraisal Application (PAA)**

(ICE) replaces My Biz Suggestions

## Performance Appraisal Application Main Page

[Need Help?](#)

**Warning:** The Performance Appraisal Application is designated for sensitive unclassified personnel information only. Do NOT enter classified information in this system. Unauthorized release of classified information is a violation of law and may lead to prosecution.

From the Main Page, you can create, update and view employee Performance Plans; change the Rating Official and/or Higher Level Reviewer; view and print part or an entire plan after it is created; close a plan, and track the status of a plan.

You can also search for completed plans by selecting the 'Show Completed Plans/Appraisals' link located at the bottom of this page.

To create a Performance Plan:

To complete other actions described above:

- Select 'Choose a Plan Type'
- Select 'Appraisal Plan Type'
- Select the 'Go' button
- Select an option from the Action column
- Select the 'Go' button

**Important:** To become familiar with the columns, select the 'Need Help?' link.

### Plans/Appraisals In Progress

✓ TIP Only Employees that have a plan in progress are listed below.

Show Me  Appraisal Year

--Choose a Plan Type--

Table Size

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
Newton, Vasiliki	Wattenberg, Britteny	Wattenberg, Britteny	2010	32536	16-Oct-2008	NSPS	Approved	Plan Approved	Update <input type="button" value="Go"/>
Nolda, Deangelo	Wattenberg, Britteny	Wattenberg, Britteny	2010	32538	15-Dec-2008	NSPS	Approved	Closeout Completed	Update <input type="button" value="Go"/>
Clopp, Neda J	Clopp, Neda J	Wattenberg, Britteny	2010	32577	07-Oct-2009	NSPS	Approved	Plan Approved	View <input type="button" value="Go"/>

Make sure Action shows "Update," then select

"Go"

NSPS PAA - Rating Official

Employee Information  
Employee Name **Newton, Vasiliki**  
[Show Employee Details](#)

**IMPORTANT: Select the Annual Appraisal tab\***

[Transfer to Employee](#) [Track Progress](#) [Return to Main Page](#)

**\* Use the Annual Appraisal tab for an annual appraisal OR an early annual appraisal**

**Plan** Interim Reviews Annual Appraisal Other Assessments Reports/Forms

**Plan Details** Mission Goals Job Objectives Component Unique (Optional) Approvals and Acknowledgments

**Plan Details**

This screen provides information about the status of your employee's performance plan. [Need Help?](#)

- Update the Appraisal Type and Appraisal Dates, if necessary.

**Important Note:** The Appraisal Period Start Date represents the start of your employee's performance evaluation period under this plan. Certain information such as the pay schedule and pay band will be populated on the appraisal form based on this date. For additional guidance select the 'Need Help?' link.

- Change the Rating Official and/or Higher Level Reviewer
- Transfer the Performance Plan to your employee

To change a Rating Official, Higher Level Reviewer or both, then select the 'Change Rating Official and/or Higher Level Reviewer' button.

When done, select the 'Next' button or the 'Mission Goals' tab.

[Change Rating Official and/or Higher Level Reviewer](#)

**Note: For early annual recommended ratings, the rating official must to change the Appraisal Period End Date (on the Plan Details tab) to the day before the event that is requiring the early annual appraisal (employee or rating official movement).**

# Review the employee's self-assessment and add yours:

## NSPS PAA - Rating Official

[Transfer to Employee](#) [Track Progress](#) [Return to Main Page](#)

### Employee Information

Employee Name **Newton, Vasiliki**

[Show Employee Details](#)

[Plan](#) [Interim Reviews](#) **[Annual Appraisal](#)** [Other Assessments](#) [Reports/Forms](#) [Manage Guest Participants](#) [Mock Pay Pool Info](#)

**[Assessments and Ratings](#)** [Shares and Payout Distribution](#) [Approvals and Acknowledgments](#)

### Assessments and Ratings

This screen allows you to view your employee's job objectives and self-assessment and write your evaluations. Use the appropriate Performance Indicator and Contributing Factor benchmark descriptors to write your self-assessment. [Need Help?](#)

- Select the 'Radio' button next to the Job Objective you want to evaluate
- Once you have selected the Job Objectives, select the Shares and Payout Distribution tab.

**Important:** If an employee changes duties that require he/she be placed on a new performance plan within 90 days prior to the end of the period for which the Rating Official changes within 90 days prior to the end of the performance cycle. Change the Appraisal Type to Early Annual - NSPS and Appraisal End Date to one day prior to the event that necessitated the Early Annual Appraisal.

Appraisal Type **Annual Appraisal - NSPS**  
Appraisal End Date **01-Jan-2010**

Appraisal Period Start Date **01-Oct-2008**  
Appraisal Period End Date **30-Sep-2009**

### Job Objectives

Select	Number	Job Objective Title	Status	Weight % (Optional)	Adjusted Weight %	Rating	Contributing Factor Impact	Adjusted Rating
<input checked="" type="radio"/>	1	Program review and analysis	APPROVED	40			0	
<input type="radio"/>	2	Evaluation and inspection	APPROVED	30			0	
<input type="radio"/>	3	Industrial property software	APPROVED	30			0	

**You will review the employee's self-assessment and add yours one job objective at a time by selecting the radio button for each one...doing so displays that job objective and the assessment blocks (see next slide)...**

### Employee Self Assessment

During this rating cycle, I worked on the best practices initiative for logistics streamlining. I met with contractors and representatives from other components and we reviewed current best practices documentation and developed our own set of best practices for consideration by the Logistics Steering Committee. The Committee approved all the recommendations and commended the team for a good job. The initiative was faced with challenges resulting from the widely dispersed team members (making it difficult to meet), and a very tight time frame imposed by the Committee. As a result of our efforts, the streamlining process is well under way and we've reduced logistics timeframes by 17% overall, with further improvements anticipated in the future as more best practices are employed.

**Review employee's self-assessment for job objective #1 here.**

### Rating Official Assessment

Mr. Newton was our chief representative for the best practices initiative for logistics streamlining. He did a great job in meeting with contractors and representatives from other components and made this office look good. The group submitted a list of best practices to the Logistics Steering Committee which was well received, and all the recommendations were approved. This was accomplished despite a tight deadline. We anticipate further improvements as a result of the initiative.

CF: Cooperation and Teamwork: Was displayed by Mr. Newton's coordination of this project with other components.

CF: Communication: Was demonstrated by his constant work with both the team and the office staff.

**Enter your assessment  
for job objective #1  
here.**

**It is preferable to compose your assessment in Word, then copy  
and  
paste the text for the first objective into this block.**

(Limit to 2000 characters)

**Character limit: 2000**

**Counter**

Counter 709

### Job Objective Rating

Weight % (Optional) 40

Job Objective Rating 3

Contributing Factor Impact 0 (Neutral)

[Show Applicable Performance Indicators](#)

Adjusted Weight %

Adjusted Rating 3

**Link to Performance Indicators**

**Use drop-downs to  
select job objective  
rating and contributing  
factor impact**

**When done, select the Save and  
Return to Top of Page button (or  
scroll up)**

Save and Return to Top of Page

9 Jun 2009

23

## Select Job Objective

2

### Job Objectives

Select	Number	Job Objective Title	Status	Weights % (Optional)
<input type="radio"/>	1	Program review and analysis	APPROVED	40
<input checked="" type="radio"/>	2	Evaluation and inspection	APPROVED	30
<input type="radio"/>	3	Industrial property software	APPROVED	30

### Job Objective

As required, participate in evaluation and inspection teams and study groups formed to evaluate logistics readiness support to units and activities. Based on inspections, review and studies, prepares and submits detailed analyses and/or reports with technical evaluation and recommendations for policy, process, and procedural change (reviewed by supervisor for quality, accuracy, and completion) within supervisor established suspense date.

### Employee Self Assessment

I participated in two teams to evaluate logistics readiness at this installation, one in the supply department and one in the maintenance department. For both the studies I prepared the final reports containing our findings, obtained team concurrence on the conclusions, and submitted them to the management within the time frames established.

CF Resource Management was above average in that the results of our team's work included sound recommendations that will improve logistical readiness and at the same time demonstrate fiscal responsibility.

...then review employee's self-assessment for job objective #2 here...

### Rating Official Assessment



### Rating Official Assessment

...and enter your assessment for job objective #2 here, and the job objective rating and contributing impact (if any), below.

(Limit to 2000 characters)

Counter

### Job Objective Rating

Weight % (Optional) 30

Job Objective Rating

Contributing Factor Impact 0 (Neutral)

[▶ Show Applicable Performance Indicators](#)

Adjusted Weight %   
Adjusted Rating

**When done with all objectives,  
select Save and Return to Top  
of Page**

Save and Return to Top of Page

Continue until you have reviewed and added your assessments and recommended ratings for all objectives.

# Enter recommended number of shares and payout distribution:

## NSPS PAA - Rating Official

### Employee Information

Employee Name **Newton, Vasiliki**

[Show Employee Details](#)

[Transfer to Employee](#) [Track Progress](#) [Return to Main Page](#)

Select the Shares and Payout Distribution tab

[Plan](#) [Interim Reviews](#) [Annual Appraisal](#) [Interim Assessments](#) [Reports/Forms](#) [Manage Guest Participants](#) [Mock Pay Pool Info](#)

[Assessments and Ratings](#) [Shares and Payout Distribution](#) [Approvals and Acknowledgments](#)

### Shares and Payout Distribution

This screen allows you to review and update Job Objective ratings and document your recommended Shares and Payout distribution Split. Once you have completed your updates, select the 'Approvals and Acknowledgments' tab to complete the process.

[Need Help?](#)

**Important Note:** Only "Approved" Job Objectives will be used to calculate the rating of record and average score. All "Approved" Job Objectives with assigned weights must equal a total of 100%. All weights, assigned and adjusted, must be a minimum of 10% and displayed in increments of 5.

### Job Objective Ratings

Number	Job Objective Title	Status	Weight % (Optional)	Adjusted Weight %	Rating	Contributing Factor Impact	Adjusted Rating
1	Program review and analysis	APPROVED	40		3	0 (Neutral)	3
2	Evaluation and inspection	APPROVED	30		4	0 (Neutral)	4
3	Industrial property software	APPROVED	30		3	0 (Neutral)	3

### Rating of Record, Shares and Payout Distribution

Average Score **3.3**  
Rating of Record **3 - Valued Performer**

Shares **2**  
Payout Distribution Split  
Salary Increase % **75**  
Bonus % **25**

Select your recommended number of shares and your recommended salary increase percent

# Initiate the higher level review process:

## NSPS PAA - Rating Official

[Transfer to Employee](#) [Track Progress](#) [Return to Main Page](#)

### Employee Information

Employee Name **Newton, Vasiliki**

[▶ Show Employee Details](#)

**Select Approvals and Acknowledgements  
tab**

[Plan](#) [Interim Reviews](#) **[Annual Appraisal](#)** [Other Assessments](#) [Reports/Reviews](#) [Manage Guest Participants](#) [Mock Pay Pool Info](#)

[Assessments and Ratings](#) [Shares and Payout Distribution](#) **[Approvals and Acknowledgments](#)**

### Approvals and Acknowledgments

This screen provides information regarding the status of your employee's Appraisal.

If the 'Start' button is active, select it to complete the process.

Select 'Show' to see the detailed information about the status of your Annual Appraisal.

**Select the Start  
button  
for Step 1**

[Show All Details](#) | [Hide All Details](#)

**Details** **Tasks**

		Status	Action
<a href="#">▶ Show</a>	Step 1: Rating Official - Request or Document Higher Level Reviewer.	Not Started	<a href="#">Start</a>
<a href="#">▶ Show</a>	Step 2: Higher Level - Review	Not Started	Step 1 must be completed
<a href="#">▶ Show</a>	Step 3: Pay Pool - Review	Not Started	Step 2 must be completed
<a href="#">▶ Show</a>	Step 4: Rating Official - Document Communication to Employee	Not Started	Step 3 must be completed

[Need Help?](#)

**There are two options for documenting higher level review:**

**Option A: Transfer the plan to the higher level reviewer.**

**Option B: Document that the higher level review has taken place (without actually transferring the plan).**

**TIP** There are two options available to complete this step. If you are both the Rating Official AND Higher Level Reviewer, use Option B to document the approval.

**Option A - Transfer to the Higher Level Reviewer (HLR)**

Name	Date
Wattenberg, Britteny	Rating Official
Arqueta, Floyd C	Higher Level Reviewer

Change Higher Level Reviewer

In either option, if this is not the right HLR name, replace it with the right HLR name - enter some or all of the last name and select the flashlight icon

**Message to Higher Level Reviewer**

This screen provides space for you to send a Higher Level Reviewer a message regarding an employee's Annual Appraisal. After writing the message, select the 'Transfer to Higher Level Reviewer with E-mail Notification' button to send the message.

Floyd, recommended rating for Vasiliki is ready for your review.

**Option A: Select one of the Transfer options (with or without email notification)**

Notice: You are about to contact null by e-mail. Due to the unencrypted nature of e-mail communication, please do not include any non-public information such as social security numbers or privacy act information in your e-mail.

**Option B - Document the higher level review has taken place by entering the following information:**

**Important Note:** The Higher Level Reviewer's signature must be obtained on a printed copy of the DD Form 2906 when using this option. A printed copy of the DD Form 2906 can be obtained on the Reports/Forms tab.

Higher Level Reviewer

Review Date

Method of Review

Other Method

**Show** Step 2: Higher Level - Review

Not Started

Step 1 must be completed

**Show** Step 3: Pay Pool - Review

Step 2 must be completed

**Show** Step 4: Rating Official - Document

Step 3 must be completed

**Option B: Enter review date and method of review, then select the Save button (also see note: hard copy of DD Form 2906 with higher level reviewer's signature required with Option B)**



## Performance Appraisal Application (PAA)

Version 3.0

[ICE MyBiz](#) [ICE PAA V3](#) [Home](#) [Logout](#) [Preferences](#) [Personalize Page](#)

### Information

The annual appraisal has been transferred to the Higher Level Reviewer.

**Transfer verified, select  
OK**

OK

### NSPS PAA - Rating Official

[Retrieve Appraisal](#) [Track Progress](#) [Return to Main Page](#)

#### Employee Information

Employee Name **Newton, Vasiliki**

[Show Employee Details](#)

**Select Return to Main Page, then  
continue with another employee, or  
Logout**

**Plan** [Interim Reviews](#) [Annual Appraisal](#) [Other Assessments](#) [Reports/Forms](#) [Manage Guest Participants](#) [Mock Pay Pool Info](#)

**Plan Details** [Mission Goals](#) [Job Objectives](#) [Component Unique \(Optional\)](#) [Approvals and Acknowledgments](#)

#### Plan Details

This screen provides information about the status of your employee's performance plan. Since you are in view mode, you cannot make changes.

[Need Help?](#)

# Recommended Ratings: Higher Level Reviewer Actions

- **Review assessments and recommended ratings**
- **Approve the recommendations, or return for changes**

**Navigator**

- My Biz
- My Workplace**

**My Workplace**

- [All Actions Awaiting Your Attention](#)
- [Performance Appraisal Application \(PAA\)](#)
- [My Employee Information](#)
- [Update My Information](#)
- [Apply Action\(s\) to Multiple Employees \(PAA\)](#)

**NSPS Performance Management Reports**

- [View/Print Performance Management Reports](#)
- [View Previous Requests](#)

**Favorites** [Edit Favorites](#)

After using your browser to access DCPDS, close all of your browser windows and restart a new browser session. Sometimes the browser can hold that information in memory (e.g. ...) and some web sites know where to ...

**1. Select My Workplace**

**2. Select Performance Appraisal Application (PAA)**

**New** [\(ICE\)](#) replaces My Biz Suggestions

## Performance Appraisal Application Main Page

[Need Help?](#)

**Warning:** The Performance Appraisal Application is designated for sensitive unclassified personnel information only. Do NOT enter classified information in this system. Unauthorized release of classified information is a violation of law and may lead to prosecution.

From the Main Page, you can create, update and view employee Performance Plans; change the Rating Official and/or Higher Level Reviewer; view and print part or an entire plan after it is created; close a plan, and track the status of a plan.

You can also search for a plan by clicking the 'Show Completed Plans/Appraisals' link located at the bottom of this page.

To create a Performance Appraisal Plan, follow the steps described above:

- Select 'Choose a Plan'
- Select 'Appraisal Plan'
- Select the 'Go' button
- Select an option from the Action column
- Select the 'Go' button

**Important:** To become familiar with the columns, select the 'Need Help?' link.

### Plans/Appraisals In Progress

✓ TIP Only Employees that have a plan in progress are listed below.

Show Me  Appraisal Year

Table Size

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
Newton, Vasiliki	Arqueta, Floyd C	Wattenberg, Britteny	2010	32536	16-Oct-2008	NSPS	Approved	Appraisal Pending HLR Approval	Update <input type="button" value="Go"/>
Nolda, Deangelo	Wattenberg, Britteny	Wattenberg, Britteny	2010	32538	15-Dec-2008	NSPS	Approved	Closeout Completed	View <input type="button" value="Go"/>

Optional filters available  
(e.g., HLR Appraisals only)

Make sure Action  
shows "Update," then  
select "Go"

Current PAA Status is  
"Appraisal Pending HLR  
Approval"



## NSPS PAA - Higher Level Reviewer

[Track Progress](#)[Return to Main Page](#)

### Employee Information

Employee Name **Newton, Vasiliki**[Show Employee Details](#)

Select the Annual  
Appraisal tab

[Plan](#) [Interim Reviews](#) **[Annual Appraisal](#)** [Other Assessments](#) [Reports/Forms](#) [Mock Pay Pool Info](#)**[Assessments and Ratings](#)** [Shares and Payout Distribution](#) [Rating of Record](#) [Approvals and Acknowledgments](#)

### Assessments and Ratings

This screen allows you to view your employee's Job Objective and Self-Assessment and the Rating Official's evaluation information and recommended rating. Use the appropriate Performance Indicators and Contributing Factor benchmark descriptors to help determine if the recommended rating is appropriate. [Need Help?](#)

- Select the ☒ Job Objective view.
- Select the ☐ Self-Assessment view.

Radio buttons control what  
job objective is displayed

Appraisal Title **Annual Appraisal - NSPS**  
Appraisal Effective Date **1-Jan-2010**

Appraisal Period Start Date **01-Oct-2008**  
Appraisal Period End Date **30-Sep-2009**

### Job Objectives

Select	Number	Job Objective Title	Status	Weight % (Optional)	Adjusted Weight %	Rating	Contributing Factor Impact	Adjusted Rating
<input checked="" type="radio"/>	1	Program review and analysis	APPROVED	40		3	0	3
<input type="radio"/>	2	Evaluation and inspection	APPROVED	30		4	0	4
<input type="radio"/>	3	Industrial property software	APPROVED	30		3	0	3

**You review the employee's self-assessment and the rating official's assessment and recommended rating one job objective at a time by selecting the radio button for each one...doing so displays that job objective and the assessment blocks (see next slide)...**

#### Employee Self Assessment

During this rating cycle, I worked on the best practices initiative for logistics streamlining. I met with contractors and representatives from other components and we reviewed current best practices documentation and developed our own set of best practices for consideration by the Logistics Steering Committee. The Committee approved all the recommendations and commended the team for a good job. The initiative was faced with challenges resulting from the widely dispersed team members (making it difficult to meet), and a very tight time frame imposed by the Committee. As a result of our efforts, the streamlining process is well under way and we've reduced logistics timeframes by 17% overall, with further improvements anticipated in the future as more best practices are employed.

Employee self-assessment for this objective

#### Rating Official Assessment

Mr. Newton was our chief representative for the best practices initiative for logistics streamlining. He did a great job in meeting with contractors and representatives from other components and made this office look good. The group submitted a list of best practices to the Logistics Steering Committee which was well received, and all the recommendations were approved. This was accomplished despite a tight deadline. We anticipate further improvements as a result of the initiative.


CF: Cooperation and Teamwork: Was displayed by Mr. Newton's coordination of this project with other team members.


CF: Communication: Was demonstrated by his constant work with both the team and the office staff.

Rating official assessment and recommended  
rating

#### Objective Rating


Weight % (Optional) 40

Job Objective Rating 3 

Contributing Factor Impact 0 

Adjusted Weight %

Adjusted Rating 3

 [Show Applicable Performance Indicators](#)

[Return to Top of Page](#)

When done reviewing the assessments and  
rating, select the Return to Top of Page  
button (or scroll up) and select the next job  
objective

The HLR can either approve the recommended ratings or return appraisal to the rating official (the HLR cannot make changes).

NSPS PAA - Higher Level Reviewer

Track Progress Return to Main Page

**Employee Information**  
Employee Name **Newton, Vasiliki**  
[Show Employee Details](#)

Select the Approvals and Acknowledgements tab

Plan Interim Reviews **Annual Appraisal** Other Assessments Reports/Forms Mock Pay Pool Info

Assessments and Ratings Shares and Payout Distribution Rating of Record **Approvals and Acknowledgments**

**Approvals and Acknowledgments**  
This screen provides information regarding the status of your employee's Appraisal.  
Select 'Show' to see the detailed information about the status of your employee's Appraisal.  
[Show All Details](#) | [Hide All Details](#)

Details	Tasks	Status	Action
<a href="#">Show</a>	Step 1: Rating Official - Request or Document Higher Level Reviewer	Completed	
<a href="#">Show</a>	Step 2: Higher Level - Review	Pending Approval	<a href="#">Approve</a> or <a href="#">Return for Change</a>
<a href="#">Show</a>	Step 3: Pay Pool - Review	Not Started	Step 2 must be completed
<a href="#">Show</a>	Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

Select Approve or Return for Change

[Help?](#)



## Performance Appraisal Application (PAA)

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### Information

Do you wish to approve the Appraisal for Newton, Vasiliki?

Select Yes to approve the recommended rating

### Plans/Appraisals In Progress

☒ TIP Only Employees that have a plan in progress are listed below.

Show Me  Appraisal Year

Create New Plan

--Choose a Plan Type--

Table Size

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
Newton, Vasiliki	PPM	Wattenberg, Britteny	2010	32536	16-Oct-2008	NSPS	Approved	Pending PPM Approval	<input type="text" value="View"/> <input type="button" value="Go"/>

New status: Pending PPM Approval

**WARNING: Once the HLR has approved the recommended rating, the appraisal is “owned” by the Pay Pool Manager and no further changes can be made.**